

Agenda for HSEQ training and site work preparations for Friday March 9<sup>th</sup>, 2018.

11:30 to 12:00 Arrive onsite at the Ramboll Job trailer to sign in.

12:00 to 14:00 Move to Conference Room D in the Albea facility for the HSEQ training.

- Introductions
- Roles of individuals
- Lines of communication
- HSEQ/CRM training
- Emergency Response Plan
- Albea contractor requirements

14:00 to 15:00 Site walk through

- Location of work area
- Employee entrance area
- Path for propane fork truck
- Drill rig entry and refueling area
- Restroom locations
- Cafeteria location
- Designated storage area under the north canopy
- Smoking area

15:00 to 15:30 Tailgate safety meeting/Discuss tasks to be completed Monday afternoon/night.

15:30 to 22:00 Complete the tasks needed to move equipment/supplies into the building.

Tasks that require sufficient lighting will be complete only during day light hours. If necessary the task will be completed Tuesday to have sufficient lighting. (ie. Drill rig from truck into building).